

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 090278 By: 025

22 September 1954

MEMORANDUM FOR: Staff and Division Personnel, DD/P  
Staff Personnel, Offices of Communications,  
Logistics, Comptroller

SUBJECT: War Plans Staff Course #1 (WPSC #1)

1. A three-week specialized training course in Clandestine Services War Planning will begin on Monday, 25 October, and end on Friday, 12 November 1954. The objectives and scope of the course are summarized in the attachment.

2. Primary requirements for admission to this course are:

a. For Agency civilian personnel from Staff or Division elements of DD/P:

(1) Basic Training Program or equivalent in Headquarters or Field experience.

(2) One course in specialized training.

(3) Current or projected assignment in War Planning, or to an operational or supporting element with which war planners must coordinate in the production of complete Agency war plans.

b. For military personnel newly assigned to the Agency specifically for a War Planning assignment:

(1) Completion of Phase I, Basic Training Program.

(2) Completion of one week of special background orientation, beginning Monday, 18 October, and ending Friday, 22 October 1954.

c. For staff or planning officers from TSS and the Offices of Communications, Logistics, and Comptroller:

(1) A current or projected assignment involving actual participation in the writing or preparation of CIA Clandestine Services War Plans, or, coordination with those officials who write such war plans for the purpose of assisting in the production of completely staffed-out CS War Plans.

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(2) Completion of Phase I of the Basic Training Program or equivalent in Field or Headquarters experience.

(3) Either completion of Phase II of the Basic Training Program, or the Administrative Support, or the Operational Security Course, or completion of the one-week special background orientation referred to in paragraph 2-b (2) above.

d. For all students, clearance for TOP SECRET material.

3. Training requests for all students should be sent through administrative channels as outlined in [REDACTED] Enrollment for the special background orientation course will be closed by the Registrar, OTR, at 1700 hours, Monday, 11 October 1954, and for WPSC at 1700 hours, Monday, 18 October 1954. Minimum enrollment for the special background orientation course is three students. Minimum enrollment for WPSC is five and maximum is fifteen students. 25X1A

4. Because much of the study material for this course is TOP SECRET, it cannot be drawn in advance of the starting date.

5. Classes for both the background course and WPCS will be held in Building [REDACTED] Headquarters. 25X1A

25X1A

[REDACTED]  
MATTHEW BAIRD  
Director of Training

Attachment

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